

## Real Estate Salesperson MLO License Endorsement Checklist

It is strongly recommended that you obtain a copy of your CalBRE public license printout as you are undergoing this process. Your NMLS record should match the information on file with CalBRE. Click on the link to obtain your CalBRE public license printout: <http://www2.dre.ca.gov/PublicASP/pplinfo.asp>

**ALERT!** For California BRE licensees who are completing a MU4 filing, **DO NOT** select more than one license type per MU4 filing. If you select more than one license type, you **will** incur additional fees that will **NOT BE REFUNDED!** After the initial selection **DO NOT** select the "Add" button located at the bottom of the page in the License/Registration Information screen. Please scroll down and select "Next" to continue to complete the filing.

### Instructions

1. You must electronically submit Form MU4 through NMLS. Enter your last, first, and middle personal name(s) separated by commas as they appear on your CalBRE license record.
2. In order to perform MLO activities, you must be properly affiliated with a licensed broker or corporation on CalBRE records, and separately authorized to perform those activities through NMLS by filing Form MU4. You may not be sponsored by more than one licensed broker or corporation at a time. After the MU4 is filed, your employing broker or corporation will need [create a company relationship](#) and you must [request a sponsorship](#) before the individual MU4 endorsement license will be approved by CalBRE.
3. After January 1, 2011, a license endorsement which is issued before October 31, will be valid through December 31, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1 will be valid through December 31, of the following year.
4. FEES- Fees are collected through NMLS and are NOT REFUNDABLE: Refer to the [Real Estate MLO License Endorsement Fee Summary](#).

### Additional Help-

For questions regarding MLO license endorsement requirements, fees, which NMLS form to file, or application requirements, call the CalBRE Licensing Section at (877) 373-4542.

For questions regarding the electronic filing process, including navigation issues, contact the NMLS call center at (855) 665-7123.